

2 April 1953

OPM 20-660-2
PERSONNEL DIRECTOR MEMORANDUM NO. 21-53

SUBJECT: Responsibility for Agency Bulletin Boards

- Service Branch, PSD, per 37-55*
1. Effective immediately, Personnel Relations Branches will assume active responsibility for review and approval of all materials displayed on Agency bulletin boards, including monthly inspection of the boards and removal of unapproved and/or outdated material. In order to assure prompt removal of outdated material, Personnel Relations Branches will assign a "removal date" to each item approved for posting.
 2. This responsibility will be divided between the Personnel Relations Branches as follows:
 - a. PRB, PD(C) will be responsible for bulletin boards located in the following buildings:
I, J, K, L, [REDACTED], R&S, and Quarters Eye 25X1A
 - b. PRB, PD(O) will be responsible for bulletin boards located in the following buildings:
[REDACTED], M, Q, 11, 13, 14, North, South, Administration, and 2210 E Street 25X1A
 - c. In cooperation with appropriate Administrative Officers, PRB, PD(O) will designate special employee custodians of [REDACTED] 25X1A
 3. In exercising this responsibility, Personnel Relations Branches will insure strict compliance with applicable security regulations. In any case to which existing security regulations do not appear applicable, the Security Control Staff, Inspection and Security Office, will be consulted by PRB prior to approval.

[REDACTED] 25X1A
GEORGE E. MELOON

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